

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory position, the primary duties of which are assisting the Fire Chief in the direction and management of all operations of the fire department. The incumbent of this class is required to perform the duties of the Fire Chief in the Chief's absence. The Assistant Fire Chief is directly responsible for personnel management functions, including supervising fire department employees in the department or at the scene of an emergency, maintaining discipline, assisting in the implementation of a training program, performing public relations duties and overseeing the general care of fire equipment. The employee of this class works independently, discussing work in a general way, reporting to and having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the daily operations of the department by assisting the Fire Chief with determining how the department should be organized and planning operations with concentration on fire personnel, equipment and apparatus. Performs the duties of the Fire Chief in the chief's absence. Recommends management goals, objectives, and policies for consideration by the Fire Chief. Participates in the research, and assists with planning for programs and activities of the department. Writes reports. Supervises inspections of various divisions, evaluates their effectiveness, and takes appropriate action to correct or improve problem areas. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Keeps informed on modern fire fighting and administrative methods and monitors and evaluates local conditions which may become fire or safety hazards.

Supervises the response to all alarms or emergency calls for which the department is answerable in order to direct activities at the scene of a fire or other emergency. Supervises subordinate employees at the emergency scene while personally performing such firefighting duties as participating in the fire attack team, performing size-up and directing rescue, salvage and overhaul operations or related duties as necessary. Takes charge of all safety procedures, including those involving hazardous materials. Provides for the needs of the firefighting or other emergency

personnel, and acts as coordinator between fire fighting personnel and law enforcement at the scene. Maintains communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information on operations at the emergency scene by operating communications equipment.

Assists the Fire Chief with collecting information for pre-fire planning in places of interest in order to become familiar with all area features which might become important in a fire or emergency situation. Supervises the investigation of causes, origins and circumstances of fires occurring within the district with emphasis on those with may have been a result of carelessness or arson. Assists arson investigation personnel by securing the fire scene to prevent removal or damage of evidence of suspected arson. Testifies in court when required.

Supervises department employees by inspecting personnel appearance and their assigned equipment, assigning work areas and schedules, and directing and evaluating work performance. Approves leave. Assists the Fire Chief by holding meetings with fire department personnel for the purpose of receiving reports, disseminating information and delegating authority for the more effective operation of the department. Reviews reports written by subordinates. Writes employee evaluation reports. Discusses employees work performance with the appropriate persons, counseling those who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline by promoting peace and harmony within the department, counseling or recommending disciplinary action against subordinates as necessary. Assists Fire Chief in developing a personnel recruitment and selection program, interviewing prospective employees and recommending persons to hire.

Assists in the development of a training program for fire personnel by evaluating needs and providing training with department staff and resources or utilizing outside instruction to meet the needs. Supervises personnel training in the classroom, during drills and evolutions in all areas of basic fire fighting, rescue, salvage and overhaul, use of fire equipment, tools and apparatus, pre-fire planning and other areas which effects the fire department and public safety. Provides informal or "on-the-job" training for new employees and assistance to subordinates in technical areas of work.

Supervises the general care and maintenance of department property, such as communications equipment, firefighting apparatus and equipment, stations, grounds and any other related property. Investigates all accidents involving department equipment by personnel, determines cause and makes recommendations on procedure to avoid future accidents. Manages the inspection of property, equipment, and operating systems, or the testing of such if necessary. Meets with sales representatives to review products as directed. Makes recommendations on major purchases for the

department, and purchases equipment and supplies while keeping such within the established budget. Supervises the inventory of departmental supplies and equipment, including maintaining, ordering and distributing such.

Assists in public relations duties, including answering questions for or informing the public about the operation of the department or any related areas of emergency services through talks, demonstrations or distributing literature. Participates in conferences, conventions, and other educational meetings. Assists with special projects related to public relations or the image of the fire department. Supervises and conducts tours of department facilities.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Captain for at least one (1) year immediately preceding closing date for application to the board.